

# How to Withdraw from a Program Online

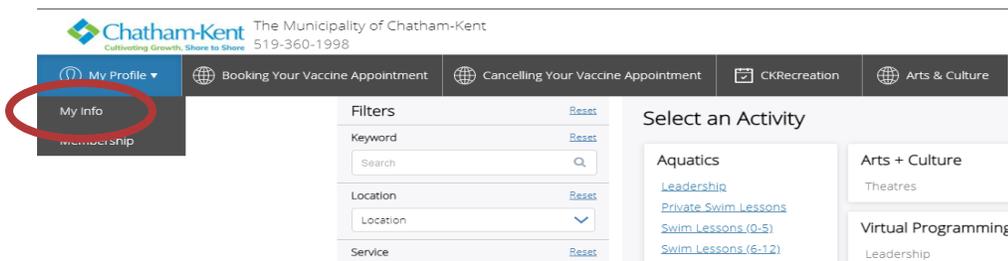
## Step 1:

Login to your PerfectMind account.



## Step 2:

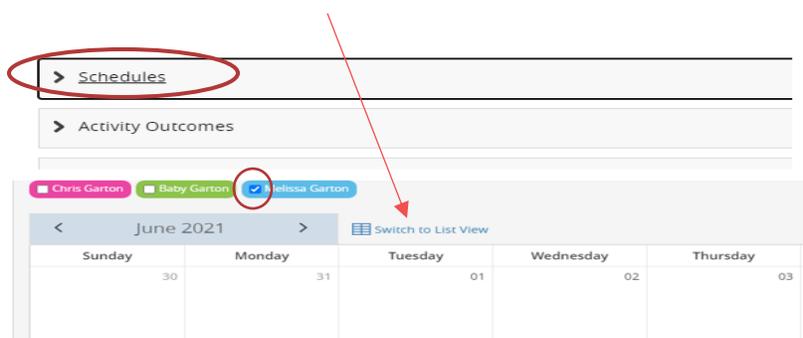
Go to your profile page by clicking “My info” under the My Profile tab.



## Step 3:

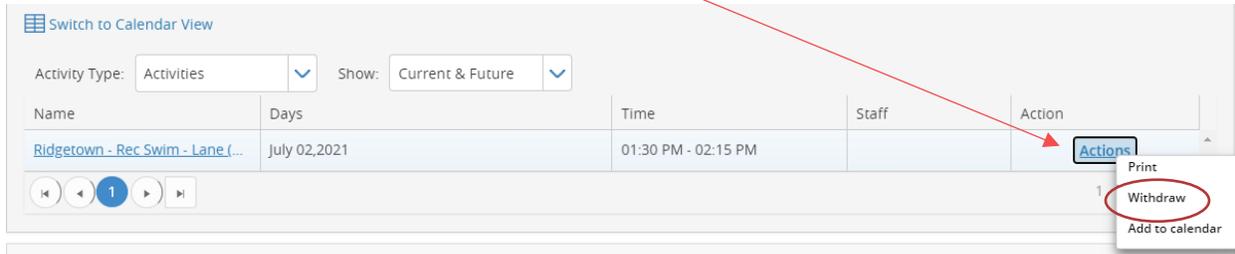
On the profile page, scroll down to “Schedules”. Click the arrow to expand the field and show the calendar. Make sure to check the box beside the name of the person who registered for the program.

Click on “Switch to List View”

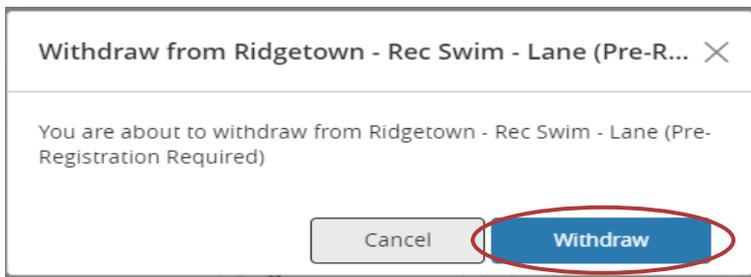


### Step 4:

On the right hand side of the list view, click on “Actions”, then select “Withdraw”



This window will open. Click “Withdraw”



A window will open to confirm the withdrawal/cancellation.

**Melissa Garton**  
**Ridgetown - Rec Swim - Lane (Pre-Registration Required) (00009355)**  
**Location: Ridgetown Howard Community Pool, Ridgetown - Kiwanis Park**

**Cancellation Summary:**  
**Sessions Withdrawn:            Session**  
**Total Refund:                    \$0.00**  
**Cancellation Fee Amount:    \$0.00**